



Equality Impact Assessment Record Form

Safeguarding Adults

Joint Policy and Operational Procedures

Equality Impact Assessments

Directorate	Service	Person responsible for the assessment	Date assessment completed
Community	Supporting Communities	Sonia Shuter	15/10/09
Title of the policy being assessed	Safeguarding Adults Joint policy and Operational Procedures (Interim version / revised 2006)		
The status of the policy	<p>Existing</p> <p>This is a joint protocol ratified by the Norfolk Vulnerable Adults Protection Committee (2003). Organisations are able to sign up to the joint protocol rather than having their own separate protocol.</p> <p>North Norfolk District Council signed up to the protocol in June 2009.</p> <p>The protocol was Equality Impact Assessed by Norfolk County Council in 2008.</p> <p>This assessment is considering the implementation of the policy and procedures by North Norfolk District Council rather than the protocol itself.</p> <p>Since its introduction staff have been able to access safeguarding adults training according to their job role and responsibilities.</p>		
1. What are the aims, objectives and purposes of the policy?	<p>The Safeguarding Adults Policy aims to support the Council to fulfil its safeguarding functions and responsibilities.</p> <p>It identifies the procedures staff and Members should follow if they have concerns that a vulnerable adult may be suffering abuse, or is at risk of abuse.</p>		
2. Does the policy support other objectives of the council?	<p>The Policy supports the vision identified in Changing Gear – Corporate Plan 2006 – 2009 of “an organisation which inspires confidence amongst local people, our councillors and staff...”</p> <p>It also links into other Council policies and procedures such as:</p>		

	<p>Whistle blowing Policy Policy on the recruitment of ex offenders Employee code of conduct Disciplinary Policy (Equality Impact Assessed 2009) Health and Safety Policy Communications Strategy Procurement Toolkit North Norfolk Accessibility Matters guidelines.</p>		
<p>3. Who is intended to benefit from the policy, and in what way?</p>	<p><u>Council</u> - help fulfil moral and legal obligation to ensure duty of care. <u>Staff and Members</u>– reporting procedure to follow should they have concerns about a vulnerable adult or in response to an allegation of abuse. <u>Customers and service users</u> – confidence that the council accepts the moral and legal responsibility to implement procedures to safeguard vulnerable adults and protect them from abuse when they are engaged in services organised and provided by the Council.</p>		
<p>4. What outcomes are anticipated from the policy being in place?</p>	<p>Staff recruited in line with safeguarding procedures e.g. Criminal Records Bureau checks where appropriate. Staff and elected Members receive appropriate training in safeguarding. Identified and documented reporting procedure pathway for staff and elected Members in response to vulnerable adult allegations or concerns.</p>		
<p>5. Identify and select your assessment team.</p>	<p style="text-align: center;">Name</p>	<p style="text-align: center;">Role</p>	<p style="text-align: center;">Responsibilities</p>
	<p>Sonia Shuter</p>	<p>Health Improvement Officer</p>	<p>Lead on assessment</p>
	<p>Maureen Clarke</p>	<p>Supporting Communities Manager</p>	<p>Lead manager for EQIA.</p>

6. What data have you gathered for this assessment? How have you analysed this data?	Source and Age of Data	Owner	Findings	Data Gaps
	Source and number of referrals in respect of safeguarding protocol.	NNDC	The Council have only been a signatory to this policy since June 2009. To date there have been no referrals.	
7. Who are the main stakeholders of this policy?	Community	Staff/Members		Partners
	Residents of and visitors to North Norfolk District Council area.	Staff and elected Members		Other organisations who are signatories to the policy such as Norfolk County Council, Norfolk Constabulary, Primary Care Trust.

<p>8. Are there any concerns that the policy could have a negative impact with regard to race and ethnicity?</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>This policy applies equally to all employees and Member's regardless of their race and/or ethnicity. It also applies to all vulnerable adults regardless of race or cultural background. (Policy page 9)</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background</p> <p>Using Intran the policy could be translated into different languages</p>
<p>9. Are there any concerns that the policy could have a negative impact with regard to gender?</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>This policy applies equally to all employees and Member's regardless of their gender. It also applies to all vulnerable adults regardless of gender.(Policy page 9)</p> <p>The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background.</p>
<p>10. Are there any concerns that the policy could have a negative impact with regard to disability?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p> <p>This policy applies equally to all employees and Member's regardless of whether or not they have a disability. Links to Equal Opportunities Policy. The Policy aims to protect all vulnerable adults regardless of illness or disability (Policy page 8).</p> <p>This policy should be communicated in a number of different forms – e.g. intranet, team briefing & briefing newsletter. Communications would need to comply with the Council's Accessibility Standards.</p>
<p>11. Are there any concerns that the policy could have</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>

<p>a negative impact with regard to age?</p>		<p>This policy applies equally to all employees and Member's regardless of age. The Council has and operates an Equal Opportunities Policy to ensure all staff are treated fairly, regardless of their background This policy applies to all vulnerable adults over the age of 18 years (Policy page 6).</p>
<p>12. Are there any concerns that the policy could have a negative impact with regard to religion/belief?</p>	<p>NO</p>	<p>What evidence (actual data or assumptions) do you have to support this? This policy applies equally to all employees and Member's regardless of religion/belief.</p>
<p>13. Are there any concerns that the policy could have a negative impact with regard to sexual orientation?</p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this? This policy applies equally to all employees and Member's regardless of sexual orientation. The Policy aims to protect all vulnerable adults regardless of gender or sexuality (Policy page 9)</p>
<p>14. Are there any concerns that the policy could have a negative impact with regard to groups deemed 'harder to reach' <ul style="list-style-type: none"> - young parents - young carers - NEET - Low income households - those on the verge of the criminal justice system - rough sleepers - Leaving/left care <p>*categories identified by</p> </p>	<p>No</p>	<p>What evidence (actual data or assumptions) do you have to support this?</p>

NNYV			
<p>15. Could the negative impact you have identified in questions 8 - 14 lead to the potential for adverse impact if the policy is implemented?</p> <p>Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?</p> <p>Or any other reason?</p> <p>Can the impact be mitigated by existing means?</p> <p>If yes, what actions will you undertake to mitigate these impacts and revise the policy?</p>	No		
<p>16. Describe the arrangements for reporting and publishing this assessment.</p>	<p>This assessment will be reported to the Equality and Diversity Board and will be published on the NNDC external website (www.northnorfolk.org)</p>		
<p>Has this assessment been undertaken by a minimum of</p>	Yes	<p>Has this assessment been scrutinised by your Directorate Steering Group?</p>	Yes

two staff?			
If the policy is new, or requires a decision by Councillors to revise, has this Equality Impact Assessment been included with the report?			N/A
Have any actions identified in this assessment been included in your service equality and diversity action plan?			Yes Action Plan attached
Completed by:		Signed off by:	

Equality Impact Assessments

Safeguarding Adults Joint Policy and Operational Procedures

Equality Impact Assessment – Action Plan

Action	Timescale	Responsibility	Resources	Completed
Obtain a copy of the EQIA carried out on the policy and procedures by Norfolk County Council to identify any concerns of negative impact.	December 2009	Sonia Shuter	Time	
Check whether NNDC staff working out of Cromer office e.g Fakenham Connect and sports centres has access to intranet.	December 2009	Sonia Shuter	Time	
Ensure that staff and Members are aware that the policy and procedures can be available different mediums and format e.g. hard copy, large print alternative language etc.	December 2009	Sonia Shuter	Time	
Ensure that the induction programme makes new staff and Members aware of the policy, procedures and training opportunities.	December 2009	Sonia Shuter	Time	
Check where procuring protocol requires contractors delivering services that may involve contact with vulnerable adults to either have their own safeguarding policy or to be required to adhere to the joint protocol during the contract period.	December 2009	Sonia Shuter	Time	
Establish a system to monitor and record Safeguarding Adults referrals sent directly to Adult Services outside of normal office hours e.g. by	December 2009	Sonia Shuter	Time	

sports centre staff				
Set up computer system to track progress of safeguarding adult referrals to Adult Services and ensure staff or Members that make the referral are updated. System would not identify individual.	December 2009	Sonia Shuter	Time	